

**(Sponsor Letterhead)**

**SAMPLE LETTER TO COUNTY SANITARIAN**

**(Date)**

Dear **(Name of County Sanitarian)**,

The **(Name of School District or Organization)** plans to a U.S. Department of Agriculture Summer Food Service Program during the 2008 summer. We plan to operate this food service program at the following sites.

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**(Include the following information for each site: name and address of the site; type of meal service; time of meal service; dates of operation; and contact person and phone number. For example:)**

At each site, we will serve breakfast from 8:30 to 9:30 a.m. and lunch from 12:00 noon to 1:30 p.m. Monday through Friday. Both meal programs will operate from June 5 through August 18. In accordance with program regulations, we ask that you inspect these sites to insure that they meet food safety requirements.

If you have questions, please contact my office at **(Phone Number)**.

Sincerely,

**(Signature)**